



CITY OF ALBANY RECREATION ASSISTANT

Under supervision, conducts specific recreation or community services functions at an assigned facility; performs clerical duties as needed; performs a variety of semi-skilled tasks, including routine facility and grounds set-up and/or maintenance; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

Class Characteristics

Recreation Assistants are responsible for conducting a variety of recreation functions at an assigned facility. Incumbents in this classification provide assistance in assigned area which may include serving as a facility attendant, field preparation worker, cook, or scorekeeper. The Recreation Assistant is distinguished from Recreation Leaders in that the latter is responsible for leading a specific program that may include large numbers of participants.

Examples of ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

All Areas

- Performs specific recreation or community services functions at an assigned facility.
- Performs various clerical duties, as needed.
- Performs routine facility and grounds set-up and/or maintenance in area of responsibility.
- Maintains order and discipline at assigned facility.
- Helps customers receive complete information about programs and activities and any applicable policies and regulations.
- Observes necessary precautions to ensure the safety of activity and program participants; monitors and inspects assigned facilities for needed maintenance; cleans facilities as needed.
- Ensures the proper use and care of facilities and equipment.
- Maintains and submits records and reports related to area of responsibility.
- Interacts effectively and courteously with City employees, clients and members of the public.
- Performs related duties as assigned.

When Assigned to Facility Attendant

- Sets up tables, chairs, and equipment for events and classes.
- Opens and closes facilities.
- Sets up and operates audio and video equipment.
- Greets visitors at the reception desk, provides information, and refer visitors to other offices, as needed.
- Works with class instructors and facility renters.
- Sweeps and mops floors; cleans kitchen and other areas as needed.
- Performs routine building and grounds maintenance; identifies and reports maintenance repair needs.
- Collects fees and assists the public with information regarding recreation classes.
- Ensures safety of community members and buildings.

When Assigned to Sports Field Preparation Worker

- Performs maintenance and upkeep of sports fields and adjoining facilities.
- Performs turf and ball field facility maintenance tasks involving the exercise of independent judgment and the proper use of a variety of tools, equipment, specialized materials and chemicals.
- Performs maintenance of all turf to its highest potential; adjusts sprinkler heads as necessary.

When Assigned to Cook

- Assists in preparing food and serves entrees, soups, salads, desserts, bakery goods, and other foods for service at specified mealtimes.
- Assists in maintaining cooking and related areas in a clean and sanitary condition; cleans kitchen equipment and utensils.
- Uses food preparation tools and maintains equipment.
- Properly labels, dates, stores and utilizes leftover food to minimum waste.

When Assigned to Scorekeeper

- Keeps score at a table.
- Officiates various games; operates score clock.
- Ensures that department personnel policies and procedures are followed and notifies supervisor if witness to overt acts contrary to the department's policies.
- Completes incident and accident reports as required.
- Opens and closes facility.

Knowledge of:

- Basic principles and practices of recreation activities and programs.
- Developing positive interactions with the public.
- Methods of preparing food in large quantities and for individual orders.
- Kitchen equipment operation and safety.
- Basic rules, regulations and equipment used in various recreational activities.
- Standards, practices, methods, tools and materials used for the maintenance of sports fields.
- Appropriate safety precautions and procedures within the area of assignment.
- Principles and practices of basic record keeping.
- Rules of various sports.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.

Ability to:

- Assign, retrieve, and keep record of keys.
- Set up and break down activities that take place in assigned facility.
- Understand and carry out instructions and complete work assignments.
- Perform routine maintenance, such as mopping, vacuuming, sweeping floors, and cleaning classrooms and lobby areas.
- Work with different age levels.
- Prepare written reports related to facility operations.
- Evaluate emergency situations and act decisively and effectively to resolve the situation.
- Work well as part of a team.
- Hold the support and enthusiasm of individuals, groups, and volunteers.
- Operate modern office equipment including computer equipment and specialized software applications programs.

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Education and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth grade. Some experience working in a recreation program, is preferred.

Licenses and Certifications

Possession of, or ability to obtain, CPR/AED certificates.

Physical Demands

Must possess mobility to work in a standard office and field environment and use standard office equipment, including a computer; frequently required to walk, stand, sit, talk, and hear; vision to read printed materials and a computer screen and close vision, color vision, and the ability to adjust focus; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally climb, balance, stoop, kneel, crouch or crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; lift and/or move moderate to heavy amounts of weight.

Environmental Elements

Employees work in an office environment and field environment with moderate noise levels, occasionally varied temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Special Requirements

Positions in this classification independently travel within and outside of City limits to fulfill the assigned duties and responsibilities.

Positions in this classification require a willingness and ability to work flexible hours and occasional weekends.

Must be at least 18 years of age.